



OFFICE MEMORANDUM

DATE: October 21, 2002

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2002-20
Progress Schedule Form 1130

Beginning immediately, Form 1130 (9/02) should be used. The new form is attached and also available on the MDOT Forms Services website.

New items requested include the proposal item number and the letting date. Both items are found on the cover page of the proposal. The proposal item number is located on the top left of the cover page and is labeled "**Item Number.**" An example is 0202 005. The letting date is located under the description and/or project numbers and is the "**Bids Will Be Opened at**" date. An example is 04/06/02 or April 6, 2002.

If you have any questions, please contact the Construction Management Supervisor at 517-322-6630.

Chief Operations Officer

Engineer of Delivery

Attachment

BOHTS:C/T:RC:kab

Subject Index: Progress Schedules

cc: C & T Division Staff
Real Estate, M. DeLong
Design Division, M. VanPortfleet
Maintenance Division, C. Roberts
Traffic & Safety Division, J. O'Doherty
C & T Division, J. Culp
T. Anderson
OEO - S. El Ahmad
C. Rademacher
V. Blaxton
G. Moore

K. Reincke
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MRBA
MAPA
MCPA
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